

Annual Report Submission Checklist

INCLUDED IN REPORT	YES		NO
Signature of a qualified groundwater professional			
Identified solid waste facility permit number & facility type			
Name of current owner/operator			
Date facility first began operations			
Identified if site is lined or unlined			
Identified if site is active or closed			
Total site acreage, and acreage used for waste disposal			
Adjoining land use types described			
Topographic map included as <i>Figure 1</i>			
<i>Figure 1</i> shows facility location, includes a bar scale, and north arrow			
Identified the type, name & age of the geologic unit(s) on site			
Description of general site topography			
Description of the nearest permanent water body, perennial stream, etc.			
Description of the uppermost aquifer			
Description of the groundwater table type (confined vs unconfined)			
Identified date facility entered detection or phase I monitoring			
Identified date facility entered assessment or phase II monitoring			
Identified if the facility monitors groundwater under a variance			
Identified the date of variance approval			
Identified if facility has submitted an approved wetlands demonstration			
Identified all upgradient monitoring wells			
Identified all downgradient monitoring wells			
Identified if any monitoring wells have been abandoned			
Identified dates during which groundwater was sampled during past year			
Included site plan drawing as <i>Figure 2</i>			
<i>Figure 2</i> contains topographic contours			
<i>Figure 2</i> contains facility and waste mgmt unit boundaries			
<i>Figure 2</i> includes all monitoring wells			
<i>Figure 2</i> includes potentiometric surface contours			
<i>Figure 2</i> includes groundwater flow direction arrows (if applicable)			
<i>Figure 2</i> includes all surface water bodies			
<i>Figure 2</i> includes all permanent structures on site, a bar scale, and north arrow			
Included listing of groundwater elevation readings in past year			
Included a table of historical groundwater elevation data as <i>Appendix A</i>			
Identified if monitoring well network functions as designed			
Identified if any wells require replacement			
Identified the calculated rate of groundwater flow (distance/year)			
Flow rate calculations included as <i>Appendix B</i>			
Identified if all monitoring wells were sampled during the year			

Identified reasons for failure to sample (if applicable)			
Field data sheet copies included as <i>Appendix C</i>			
Identified the name of the analytical laboratory			
Identified type of analytical methods used			
Laboratory result sheets/certificates of analysis included as <i>Appendix D</i>			
Identified those constituents found above the LOQ			
Identified those constituents found above the LOD			
Included historical summary of laboratory results in <i>Appendix E</i>			
Identified if verification sampling was used			
Identified statistical methods used to analyze groundwater data			
Identified any SSI's noted for any groundwater monitoring constituent			
Identified any recommendations for the upcoming year			
Full list of References			
Copies of all applicable Appendices information			

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	2	Site Plan / Potentiometric Surface Map
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	B	Groundwater Flow Rate Calculation
	C	Field Sheets & Chain of Custody
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